

# 2020-12-02 Meeting notes

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## Date

02 Dec 2020

## Attendees

- [Serena Koh](#)
- [Gunnar COLLIN](#)
- [Ren Yuh Kay](#)
- [Lance THOMPSON](#)
- [Simone Lamont-Black](#)
- [Luca Castellani](#)
- [Andrea Tang](#)
- [Niels Nuyens](#)

## Goals

- • Draft for MLETR draft from UN/CEFACT Experts.

## Discussion items

Time	Item	Who	Notes
40min	Draft	Kay, Simone,  Gunnar,  Lance	<ul style="list-style-type: none"><li>• Kay commented that he will contact Oswald (who is not present) separately for UCP600 and ISBP referencing.</li><li>• Gunnar commented that for his group, they see a first draft by mid January.</li><li>• Simone commented that for her group, they also find first draft mid January feasible.</li><li>• Kay commented that he is working on Chapter 4 with Andrea and Chapter 1, also see a draft by mid January.</li><li>• Kay commented that if the group have a first draft by mid January, followed by project members' review, it would be ideal to have it ready for Bureau by end of March.</li><li>• Lance commented that if it is submitted in end of March, there will be delay as the Bureau will be busy preparing for Apr's plenary, however if it is beginning March, it should be no problem.</li><li>• Lance also commented that when paper is ready, it can be submitted to him, Ian or Tahseen. For project members' approval, a final call could be held and project members will approve by consensus, any objection will have to be sustained objection, stating why and how to move it forward.</li><li>• Gunnar updated to some changes to be made to chapter after mini-group discussion.</li></ul>
5min	Other matters	Lance, Kay	<ul style="list-style-type: none"><li>• Lance mentioned that as the draft was announced to be finished by Nov, a request needs to be made to Bureau for extension, Kay could reply to form sent out by Lance for the extension to be 1<sup>st</sup> April as the finishing of the draft.</li></ul>

## Action items

- ☐ Next conference call, in 6 weeks' time (Week of 11-Jan-2021), to progress of MLETR draft.
- ☐